



Republic of the Philippines
TANZA WATER DISTRICT
A. Soriano Highway, Tanza, Cavite
Tel. Nos.: (046) 484-1813 loc 807 / (046) 505-2906

**GUIDELINES/MECHANICS IN RANKING OFFICES/DELIVERY UNITS
FOR THE GRANT OF FY 2018 PERFORMANCE-BASED BONUS (PBB)**

The Tanza Water District (TWD) shall use the guidelines set forth in the Memorandum Circular (MC) No. 2018-1 dated May 28, 2018 of the Inter-Agency Task Force on the Harmonization of National Government Performance Monitoring, Information and Reporting Systems on the Guidelines on the Grant of Performance -Based Bonus (PBB) for Fiscal Year 2018 under Executive Order (EO) No. 80 and EO No. 201.

In determining the next appropriate grouping or clustering of delivery units, TWD shall consider similarities and relationship of tasks and responsibilities. Moreover, delivery units eligible to the PBB shall be forced ranked according to the following categories:

RANKING		PERFORMANCE CATEGORY
TOP	10%	BEST delivery unit
NEXT	25%	BETTER delivery unit
NEXT	65%	GOOD delivery unit

The Tanza Water District shall use the CSC - Approved Strategic Performance Management System (SPMS) in rating the performance of its First and Second Level officials and employees.

The PBB rates of individual employees shall depend on the performance ranking of the delivery unit where they belong, based on the individual's monthly basic salary as of December 31, 2018, but not lower than Php 5,000.00.

PERFORMANCE CATEGORY	PBB as % of Monthly Basic Salary
BEST DELIVERY UNIT (10%)	65%
BETTER DELIVERY UNIT (25%)	57.50%
GOOD DELIVERY UNIT (65%)	50%


KAREN P. MAESTRADO

DMB - AGSD


Engr. MYRNA P. BOBADILLA

General Manager

Date: **SEP 24 2018**

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